



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
RADIOLOGICAL STAFF SPECIALIST	37	B	10.539

Radiological Staff Specialists work under general direction and manage the state mammography program and the state contract as required in the federal contract for mammography inspections under the requirements in the federal Mammography Quality Standards Act; conduct renewal and annual mammography inspection of machines and facilities, and direct staff to conduct pre-certification inspections under Nevada mammography law (NRS 457 and NAC 457); monitor activities at the low-level radioactive waste site; consult on and draft regulations, legislation, licensing guides and application packages; perform research and analysis of radiological issues and concerns; prepare technical reports.

Develop the mammography program budget and contract; manage the federal contract for mammography inspections; direct staff to conduct pre certification inspections on mammography machines; conduct renewal and annual inspections for all mammography machines and facilities in Nevada; inspect the low-level radioactive waste site and licensee's operations to ensure compliance with state regulations and the conditions of the license; schedule and conduct x-ray and radioactive material inspections under Nevada law (NRS 459 and NAC 459).

Research and analyze radiological issues and concerns; gather data from related State, Federal and private agencies, and current literature; assess potential impact of state and federal law to the state radiation control program; prepare and submit technical and informational reports to management in order to identify and address policy implications and potential adverse effects on public health and safety.

Review state radiation control statutes, regulations and procedures to determine compliance with federal and state requirements and assess health and safety ramifications; draft legislation; develop and update regulations for the mammography certification, x-ray registration, radioactive materials inspection and low-level radioactive waste disposal site programs; develop and revise application packages, licensing guidelines and inspection procedures; present draft regulations to the State Board of Health for adoption.

Provide information to the regulated community and the general public concerning the regulations and requirements of the mammography, X-ray, radioactive material, low-level waste disposal site and radon programs; conduct public workshops and hearings to allow for public comment; act as a liaison between the Nevada mammography community and the federal mammography program; represent Nevada on the Rocky Mountain Low Level Radioactive Waste Compact; provide and inform the regulated community of continuing education opportunities to assist facility staff in maintaining certification.

Develop and update inspection protocols for mammography equipment and facilities and X-ray facilities; review mammography and X-Ray inspection reports completed by staff; develop sampling requirements and direct staff in the collection of environmental samples at the low-level radioactive waste site; review the results of laboratory analysis and evaluate laboratory reports.

Train and evaluate staff in relation to mammography inspections, X-Ray registration and inspection, radioactive materials licensing and inspection and low-level radioactive waste site sampling programs; provide staff with continuing education as licensing and inspection protocols and requirements are revised.

Review and evaluate for assignment to staff, all radioactive material new license applications, licensing renewals and amendments; conduct or coordinate review of complex licensing applications requiring decommissioning for the low-level radioactive waste disposal site; review all applications for mammography machine and mammography operator certification; draft certification documents, radioactive material licenses and amendments; review draft licenses and amendments from staff following determination that the applicant

has submitted an application adequate to ensure safe use of radioactive material and compliance with Nevada regulatory requirements; evaluate requests for reciprocal license recognition on a case by case basis and draft authorization letters after Nevada regulatory requirements are satisfied; review and sign licenses, amendments, enforcement letters, and reciprocity authorization letters in section supervisors absence.

Identify licensee, registrant and certified facility violations of regulations; draft violation letters; take appropriate enforcement action; review and approve or disapprove of licensee, registrant and certified facility corrective measures.

Ensure that all mammography, X-ray and radioactive material inspection and sampling equipment are properly calibrated; maintain calibration files.

Act as the contact individual for radiological emergencies on a rotating basis; respond to emergencies resulting from accidents involving ionizing radiation; gather information regarding who and what is involved; evaluate the scope of the incidents; direct the placement of barriers and other restrictions to control access to the contaminated area; provide direction and technical advice to responding agencies on the methods and procedures to control and remove radioactive contaminations; determine when a state of emergency no longer exists.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Federal Food and Drug Administration (FDA) Certified MQSA Mammography Inspector status and/or radioactive material inspector certification must be obtained within 6 months following the date of appointment and be maintained throughout employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in radiological science, physics, the physical sciences or closely related field and four years of radiological regulatory experience; **OR** two years experience as a Radiation Control Specialist II in Nevada state service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: the characteristics of ionizing radiation, alpha, beta, and gamma emission from radioactive materials, X-rays, mammography equipment, the use of other forms of ionizing radiation in radiation machines, the biological effects of radiation, internal and external, the theory and method of detection and measurement of radiation; health physics, radiation protection practices and radiation safety principles to ensure correct assessment of degree of potential health hazard from radiation during either normal use or in an emergency situation and appropriate actions to minimize or eliminate potential health hazards; federal mammography certification requirements; instrument capabilities, limitations and calibration requirements; uses of radiation, the training required of persons to safely use radiation, the methods and equipment used to control, shield, and measure radiation in order to minimize radiation exposure; the proper techniques for the evaluation of applications to register radiation machines and for the licensing of radioactive materials to assure safe and proper use of the radiation machines and radioactive materials; the proper inspection techniques for determining that a registrant's or licensee's use of ionizing radiation is in compliance with the conditions of their registration or license and NAC 459, and the technical terminology, mathematical calculations, and the technical reports written to document the inspection. **Ability to:** use radiation detection equipment, both portable and laboratory, for radiation survey and analysis; use a scientific calculator and data management systems; write letters and reports in a clear concise manner and convey information, instructions, and requirements in an understandable fashion; orally explain technical findings and requirements to non-technical persons including the licensee or registrant management, Division of Health management and members of the general public in clear concise language; work cooperatively with professional staff and clerical staff, related agencies, licensees, registrants, and the general public.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: current policy issues in radioactive waste control; provisions of the Rocky Mountain Low Level Radioactive Waste Compact; Federal and State statutes, regulations, and procedures regarding mammography certification, FDA contract requirements, calibrations data base, emergency response procedures, X-ray registration, radioactive materials inspection and low-level radioactive waste disposal site programs; research and material sources; health physics and radiation protection practices in order to assess the degree of potential hazard and advise Health Division Administration, the Board of Health and the general public; Nevada regulatory requirements, requirements for developing regulations, film processing and film processing equipment; relevant state administrative policies and procedures in order to perform duties in conformance with those policies and procedures. **Ability to:** determine policy implications and assess impact; foresee the consequences of various sources and assess the need for procedural, regulatory, or statutory changes; prepare technical reports in a clear and concise fashion including a discussion of various options and their consequences; act in a consultant capacity on various radiological issues; utilize historical data in presenting information and formulating conclusions; evaluate technical reports and information; develop new procedures for unusual circumstances.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

10.539

ESTABLISHED: 1/30/87
REVISED: 7/1/97P
9/19/96PC